

Age 15 Years or Younger PASSPORT APPLICATION REQUIREMENTS

Passports are processed Monday - Friday from 9:00 AM – 1:30PM

Please allow up to 30 minutes per application processing time.

REQUIRED DOCUMENTS & ITEMS

1. **COMPLETE [FORM DS-11](#)** ☐
 - Form must be completed in **BLACK INK** and contain **NO CORRECTIONS**
2. **BOTH PARENTS AND MINOR MUST BE PRESENT** ☐
 - If one parent cannot be present, they must complete minor consent [FORM DS-3053](#). Form must be completed in **BLACK INK** and contain **NO CORRECTIONS**
3. **EVIDENCE OF U.S. CITIZENSHIP** ☐

Pick ONE of the following, Original Document plus photocopy of **FRONT** and **BACK** required*

**If copies are not provided copies will be made in office but standard copy fees will apply.*

 - Certified Birth Certificate
 - Naturalization Certificate
 - Certificate of Citizenship
 - Consular Report of Birth Abroad or Certification of Birth
4. **PREVIOUSLY ISSUED U.S. PASSPORT** (If one has been issued previously) ☐
5. **PARENT'S PRIMARY FORM OF IDENTIFICATION** ☐

Pick ONE of the following, Original Document plus photocopy of **FRONT** and **BACK** required*

**If copies are not provided copies will be made in office but standard copy fees will apply.*

 - Valid Driver's License
 - Current Government Issued ID
 - Current U.S. Military ID
 - Previously issued, undamaged U.S. Passport

****Please note that if the presented ID is from out of state TWO forms of identification are required****
6. **PASSPORT PHOTO** ☐
 - Passport photos must meet the standard passport requirements.
 - Passport photos are available in our office for at \$15.00 fee payable by cash or credit card.
7. **PASSPORT PROCESSING FEE** ☐
 - MUST be a Check or Money Order (cash or credit cards will NOT be accepted for this fee)
 - Make payable to **U.S. Department of State**
 - One check per application
 - The Passport Processing Fees are as follows:

	PROCESSING TIME	FEE
Passport Book	6-8 Weeks	\$100.00
Passport Card	6-8 Weeks	\$15.00
Passport Book & Card	6-8 Weeks	\$115.00
Expedited Passport	2-3 Weeks	\$181.36
8. **EXECUTION FEE** ☐
 - \$35.00 per application
 - Cash or Credit Card only (plus processing fee for Credit Card)

For additional information or to obtain your passport in a hurry, visit travel.state.gov or call (877) 487-2778

For more information or to book an appointment visit www.lakecountycircuitclerk.org or call 847-377-3351